

VEHS – Radioactive Materials Purchasing (Customer)

A) Place Purchase Request

Step 1: Access your core's site

- It should bring you to the below home page. (This may look a little different due to our test user is connected to multiple labs.)

iLab Solutions
Save money. Save time. Accelerate research.

system upgrades (Apr. 2016) | HELP | my profile | logout Stephen Colbert

Search cores and services... Go!

Home

91 unread messages

4 cores used in the past two months

Core 4 (DEMO)	1 cancelled, 1 completed, 4 equipment scheduling, 1 proposed
VUMC Human Research Protection Program	11 completed, 3 service center in agreement
VUMC Langford Auditorium	1 proposed, 1 service center in agreement
VUMC Environmental Health & Safety (VEHS)	3 completed, 4 financials approved, 2 processing, 2 proposed, 2 researcher draft, 1 researcher in agreement, 1 service center in agreement

click the links above to see recently used cores.

2 resources scheduled during the past month

Service Requests

22 alerts info help

Name	Owner	Total Price	State	Action
------	-------	-------------	-------	--------

Step 2: Click on the **Request Services** tab.

- On the Request Services page, there will be a list of available services.

iLab Solutions
Save money. Save time. Accelerate research.

system upgrades (Apr. 2016) | HELP | my profile | logout April Cribbs

Search cores and services... Go!

home communications (0)

core facilities my cores view requests view funds list all cores invoices

reporting

manage groups my labs my cores Vanderbilt University Medical Center people search Purchase Orders

VUMC Environmental Health & Safety (VEHS)

VANDERBILT UNIVERSITY MEDICAL CENTER

About Our Core Request Services View All Requests People Reporting Billing PO (0) Administration

Overview of Services

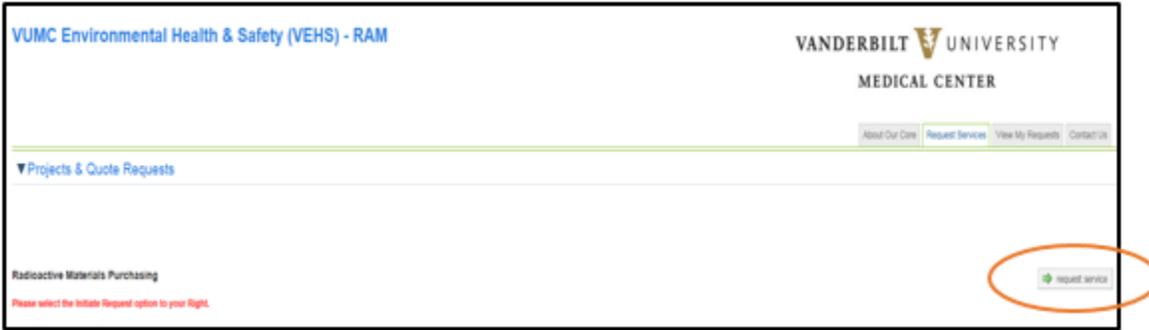
For information regarding hazardous waste & recycling, please go to <http://www.safety.vanderbilt.edu/waste/index.php>.
For information regarding radiation safety, please go to <http://www.safety.vanderbilt.edu/rad/index.php>.

Leadership

Bob Wheaton, Executive Director of VEHS
Kevin Warren, Assistant Director, Chemical Safety
Stacey Moore, Office Manager

Location and hours of operation

Step 3: Click on the **Request Service** button to the right of the service you would like to request.



Step 4: The below form is one that will be completed.

- All of the Steps marked with "*" must be completed.

Step 5:

- Step 3) **Payment Information** is where the Customer will need to select the correct Billing Number.
 - If you do not know the payment number, do not select a billing number from the drop down menu. The core user will be able to update the request with the correct billing information.
 - Split Charge: The cost of service requests can be allocated across center numbers. i. To allocate across multiple center number, click **split charge**.
 - Select the additional center number from the drop down menu.
 - Enter the % allocations to split the cost across the center numbers.
 - NOTE: If you are VU, this will ask you for your PO #. We are using your Billing # as the PO.

3) Payment Information

You may supply the Billing Number (optional)
Please enter the Billing Number

% **Billing Number**

1 100.0 % Select Billing Number...

100.0% total allocated

split charge

Step 6: Select **Submit Request to Core** when Complete.

2) Cost

The core will review your request and provide you with a quote for the requested service(s).

3) Payment Information

Please enter the Billing Number

% **Billing Number**

1 100.0 % Select Billing Number...

100.0% total allocated

split charge

enter additional payment information

Click here to submit the request

submit request to core save draft request Cancel

Step 7:

- After submitting your request, you will be redirected to the **View My Requests** tab where you can review the status of your request.
 - Status is: **Waiting for Core to Agree**

VUMC Environmental Health & Safety (VEHS) VANDERBILT UNIVERSITY MEDICAL CENTER

About Our Core Request Services View My Requests Contact Us

Reload Active Requests

active requests

Searching within active requests: Results in this tab are restricted by Status (show details). Please use the filter panels in the left-hand menu to drill down to requests of interest. You can also save filters to custom tabs! Click here for more details.

Hide Filters

Keywords

Status

- Completed (3)
- Financials Approved (3)
- Processing (3)

Displaying 15 out of 16 results. (Page 1 of 2)

← Previous 1 2 Next →

date	for	service id	status	cost
May 20 (May 20 2016)	Stephen Colbert Vanderbilt Testing (TEST) Lab	VUMCEH&S(VEHS)-SC-22	Waiting for Core to Agree	\$0.00 (\$0.00)

At this point, the request has been submitted to VEHS where they are processing the request and ordering the Radioactive Material. The PI will receive an email notification from iLab solutions after the purchase request has been processed.

B) Confirm Service Request and Payment Information

Step 8: The Customer will need to **Agree** (1st Option)

- The customer will login and on their homepage will be the item that they will need to **Agree** to.
 - VEHS has updated the pricing and needs for you to agree. You can review the allocations you made and update any center #'s at this time.
- The Customer can select **Agree** from the homepage. OR

iLab Solutions Logged in successfully

Search cores and services...

Home

Service Requests

Name	Owner	Total Price	State	Action
VUMCEH&S(VEHS)-SC-12	Stephen Colbert	\$50.00 (\$50.00)	Waiting for Researcher to Agree	Agree Disagree
VUMCEH&S(VEHS)-SC-10	Stephen Colbert	\$275.00 (\$275.00)	New agreement	Click want to respond

Step 8 Continued (Customer needs to agree): 2nd Option to Select **Agree**

- Select the item and toggle it open to review it prior to **Agree**.

The screenshot shows the iLab Solutions interface for VUMC Environmental Health & Safety (VEHS). The page displays a request for 'Radioactive Materials Purchase Cost' with a status of 'Waiting for Researcher to Agree'. The request details include a date of May 11, 2018, a user of Stephen Colbert, and a cost of \$50.00. The 'Agree' button is highlighted, indicating the next step in the process.

Step 9: After the customer selects **Agree**, they will have another opportunity to review the Billing Number(s) (VU – PO #) they have entered for the request. Select **Submit** when done.

The screenshot shows the 'Billing Numbers' dialog box in the iLab Solutions interface. The dialog prompts the user to 'Please enter the Billing Number' and displays a table with two rows. The first row shows a quantity of 50.0 and a billing number of '1040667890 - OOR Demo Ctr 2 (Does not expire)'. The second row shows a quantity of 50.0 and a dropdown menu labeled 'Select Billing Number...'. The total allocated is 100.0%. There is a 'split charge' button and a 'submit' button at the bottom right. The dialog also includes fields for 'Apply to all charges?', 'payment note:', and 'summary:'.

Step 10: After the **Submit** options, the screen will say **Waiting for Core to Begin**.

The screenshot shows the iLab Solutions web interface for VUMC Environmental Health & Safety (VEHS). The page header includes the iLab Solutions logo, a search bar for cores and services, and the Vanderbilt University Medical Center logo. A navigation menu on the left lists options like home, core facilities, and manage groups. The main content area features a yellow notification box stating that the request for service VUMCEH&S(VEHS)SC-12 has been approved. Below this, a table displays the request details.

date	for	service id	status	cost
May 11 (May 11 2018)	Stephen Colbert Vanderbilt Testing (TEST) Lab	VUMCEH&S(VEHS)SC-12	Waiting for Core to Begin	\$50.00 (\$50.00)